

## EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HCMALL 09/32

**NOTE:** All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

**OPEN TO:** All Interested Candidates

**POSITION:** Travel Assistant, FSN-7; FP-7\*

**OPENING DATE:** November 20, 2009

**CLOSING DATE:** December 04, 2009

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$36,421 (Starting salary)  
(Position Grade: FP-7 will be confirmed by Washington)

\*Ordinarily Resident: US\$8,043 (Starting salary)  
(Position Grade: FSN-7)

**LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the position of Travel Assistant in the General Services Office in Ho Chi Minh City.

### BASIC FUNCTION OF THE POSITION

The incumbent is responsible for overseeing all travel arrangements for Consulate personnel and visitors (official, personal, and VIP), including travel (e.g. airline tickets) and accommodations, working directly with travel agents, airlines, and hotels, as well as other Embassies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

### QUALIFICATION REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required
2. At least one year experience in related travel field is required.
3. Must have good understanding of local contractors (hotel, airlines, etc.)
4. Must possess good negotiating, strong math skills and be able to work within a budget. Must have ability to deal tactfully with employees and visitors on sensitive matters of moves, travel, etc and follow the complex regulations governing travel and transportation and convey them to the "client".

5. Must have thorough knowledge of the standard suite of Microsoft Office programs (this will be tested).
6. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold post security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City

## **POINT OF CONTACT**

Management Office  
U.S. Consulate General HCMC  
Tel. 84-8-3520-4342/ 4274

## DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies or join a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan.
5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: DECEMBER 04, 2009**

(All applications must be received by the closing date to receive consideration)

**AN EQUAL OPPORTUNITY EMPLOYER**

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: Williette Gooding/HRO  
Andrew McClearn/GSO  
Drafted by: Nga Le/HRA